The Child and Adult Care Food Program (CACFP)

Successfully Operating the Child and Adult Care Food Program
An Overview of an Institution's Responsibilities

One-Time Duties
- Prepare and submit the application and supporting documents

Annual Duties
- Attend annual renewal and civil rights training provided by the D.C. CACFP office (the State Agency)
- Train staff on their CACFP duties and civil rights responsibilities
- Submit application updates to the State Agency
- For institutions or facilities with a Food Service Management Company: sign a contract, following proper procurement procedures, or renew an existing contract (up to three times) *(if applicable)*
- Distribute the Enrollment Form/Income Eligibility Statement (IES) with the Letter to Households
- Collect, classify and file the IES for each household
- Create a Master Enrollment List (MEL) based on IES forms
- Properly file and maintain all CACFP records for current year
- Sponsoring organizations:
  - Submit the annual budget for State Agency approval
  - Conduct facility monitoring (three times per year)

Duties Performed on an As-Needed Basis
- Send the State Agency updates on operations
- Obtain required paperwork for each newly enrolled participant: IES, Medical Substitution Form *(if necessary)*, Infant Formula Notification Form *(if necessary)*
- Classify the IES for each newly enrolled participant
- Update MEL to include all new participants
- Conduct CACFP training for new staff or as problems occur
- Sponsoring organizations:
  - Submit budget updates
  - Submit application documents for new facilities

Daily Duties
- Take attendance
- Prepare meals or collect delivery ticket
- Verify that each meal meets the CACFP meal pattern requirements
  - If not, make creditable substitution and note on planned menu
- Serve meals
  - For family-style meal service: set out at least enough food for each participant to have the minimum portion of each required component
  - For pre-plated meals: ensure that each participant receives correct portion of each required component
  - Ensure that any participant with medical restrictions receives the appropriate meal
- Take a count of all reimbursable meals served at the point of service

Monthly Duties

- Create or update the four-week menu cycle (*if needed*)
- Update the MEL
  - Ensure that the monthly MEL includes all participants who attended during that month
  - Save the MEL for each month as a separate file or worksheet – do not continuously update it
  - If the institution serves Head Start participants, have the authorized Head Start Representative sign the MEL
- Prepare the claim for reimbursement
  - Consolidate attendance records – determine total attendance
  - Consolidate meal counts – determine total number of breakfasts, lunches, suppers and/or snacks served
    - If participating in the at-risk program, keep at-risk meal counts separate from other counts
  - Transfer enrollment and eligibility category information from the MEL
  - Sign the claim
  - For-profit institutions: complete the Addendum for each facility and submit with the claim to document that the eligibility requirements were met
- Submit the claim for reimbursement
  - Email, deliver or fax the completed claim to the Claims Specialist
  - Submit by the 10th of the month following the claim month (i.e. submit the March claim by April 10th)
- File the invoices, receipts, menus, attendance, MEL and meal count records for the previous month

Ongoing Recordkeeping – For three years plus the current fiscal year

- Copy of the completed and approved CACFP application and all supporting documents
- State Agency issued memos
- Enrollment/Income Eligibility Form (IES) for each enrolled participant
- Attendance records
- Meal count records
- Copies of menus
- Invoices, receipts, delivery tickets and financial tracking documents to support:
  - Food costs
    - Itemized receipts, invoices or delivery tickets correspond to the foods listed on the menus
  - Food service operating costs (i.e. non-food items and services to support the food program like: serving utensils, cleaning supplies, pest control, etc.)
  - Food service labor costs (i.e. payroll records for the cook, time-and-attendance and payroll records for teachers with food service duties)
  - Administrative costs
    - Administrative labor costs (i.e. time-and-attendance and payroll records for staff with record-keeping duties)
    - Administrative operating costs (i.e. items and services to support CACFP administration)
- Copies of all submitted claims
- Training documentation – dates, location, topic and attendees
- Information about the WIC program to share with families
- Sponsoring organizations:
  - Budget
  - Pre-approval and monitoring forms
  - Documentation of administrative costs